

Kennewick School District No. 17

EMPLOYEES AND NON-EMPLOYEES USING PERSONAL OR RENTAL VEHICLES TO TRANSPORT STUDENTS

To ensure the safety of students and to protect the district from loss, the transportation of student(s) to extra-curricular activities normally requires the use of a school bus and driver. However, under certain circumstances the use of non-school vehicles for transporting student(s) to extra-curricular activities is permitted providing the following criteria is met:

1. The following forms must be completed in total and approved prior to departure. Normally the form should be completed two weeks in advance.
 F-1 2320 Employee Request for Student Travel
 F-2 2320 Student Emergency Information
 F-3 2320 Employee & Non-Employee Using Personal or Rental Vehicles To Transport Students
 F-4-2320 Employee & Non-Employee Authorization To Drive Vehicles & Transport Students
 WSP Volunteer Application
2. A maximum of nine (9) passengers is allowed when vans are used to transport students. Each passenger is required to wear a seat belt. The normal capacity of one person per seat belt is required when a sedan is used.
3. Students are never authorized to ride or be transported in pick-up beds or outside any vehicle. The fundamental rule is that a seat belt inside the compartment is required.
4. The driver must possess a valid Washington State driver's license.
5. The driver must have on file with the Kennewick School District a current abstract from the Washington State Department of Motor Vehicles.
6. The driver must abide by all State of Washington laws; including following the authorized speed limit and requiring each passenger to be seat belted when the vehicle is moving.
7. "Student Emergency Information" (F-2 2320) must be obtained from parent(s)/guardian(s) of all students riding in the vehicle and driven by an adult supervisor.
8. The driver is responsible for the passengers to and from the approved activity. The driver is also responsible for the passengers at the activity, except when under the supervision of the advisor/teacher/coach.
9. Upon returning from any trip, the driver is responsible to ensure that the passengers are taken home or released to a school supervisor.

I UNDERSTAND THE REGULATIONS LISTED ABOVE AND AGREE TO ABIDE BY THEM.

Driver's Date of Birth

Valid Washington Driver's License Number

Driver's Printed Full Name

Driver's Signature

Date

Kennewick School District No. 17

EMPLOYEE AND NON-EMPLOYEE AUTHORIZATION TO DRIVE VEHICLES & TRANSPORT STUDENTS

School _____ Activity Year _____ Date _____

Destination: From _____ To _____ Time Involved _____

I understand that there is to be only one (1) person per seat belt authorized to ride in the vehicle. I also understand that I can not transport more than ten (10), including the driver.

Student Name(s) Attending Activity:

Driver's Name (please print) _____

Kennewick School District Employee No Yes

Driver's Vehicle License Number _____

Vehicle Make _____ State _____

Insurance Company _____ Expiration Date of Policy _____

Valid driving abstract on file with the District Yes (Attach copy)

No (Obtain from Motor Vehicles & attach)

I certify that I currently hold a valid Washington State Driver's License and have minimum limits of liability at 100/300/100 (\$100,000 per person for bodily injury/\$300,000 per accident for bodily injury /\$100,000 per accident for property damage) and underinsured motorist minimum limits of liability at 100/300/100 or \$300,000 combined single limits of liability for both bodily injury and/or property damage per accident and underinsured motorist \$300,000 combined single limits of for both bodily injury and/or property damage per accident for my personal vehicle which will be used on the above described trip. I understand that **my insurance coverage is primary** and that the Kennewick School district carried no comprehensive or collision coverage on my vehicle and *is not responsible for repair of any damages done to my vehicle.*

I further agree to release the Kennewick school District, its board members, employees, agents, representatives and coaches from all liability resulting from any injury occurring during driving to and from the activity named above. The information written above and completed by me is true and I attest that my vehicle will provide a safe transport for myself and other students to and from the above event.

Driver's Signature _____ Date _____

Principal's Signature _____ Date _____

Advisor/Teacher/Coach Signature _____ Date _____

DATE _____ APPROVED NOT APPROVED FOR _____
Cabinet Administrator's Signature _____ Trip ID Number _____